

Minutes
Meeting of the Board of Trustees
North Country Library System
February 14, 2008

PRESENT: President John J. Hammond, Rosalee Boissy, Rev. Bernard Fortune, Dr. E. Douglas Holyoke, Karen Wiley, Jeanne Duffany, Warren Leib
STAFF: Stephen B. Bolton, Linda L. Lawler, Amy Degnan, Joan Pellikka, Paulette Roes
GUESTS: Tom Bowie, JoAnne Novak
EXCUSED: John Cleveland
ABSENT: Kathy Curro

President John J. Hammond called the meeting to order at 10:02 a.m.

Mr. Hammond acknowledged new board members Warren Leib and Jeanne Duffany. Introductions of everyone present at the meeting were made.

1. Approval of Minutes: November 15, 2007:
Motion by Fortune, seconded by Boissy, to approve the November 15, 2007 meeting minutes.
Unanimously passed and carried.
2. Annual Audit Report: Mr. Tom Bowie the audit for 2007. Mr. Bowie pointed out that because the books were done in a timely manner, he was able to perform and finish the audit quickly. Overall, it was a clean audit with only a few recommendations concerning management review of journal entries, document compliance with purchasing policy, and control over credit card purchases. Mr. Bowie noted that the System has responded to the recommendations and that the responses were included as a handout distributed to the Board.

Motion by Holyoke, and seconded by Fortune, to accept the Auditor's Report.
Unanimously passed and carried.
3. Conflict of Interest Statements: In compliance with the Bylaws, each Board member present signed a Conflict of Interest Statement. Those that were absent will sign a statement at the next meeting attended.
Report only.
4. Oath of Office: New Board members Warren Leib and Jeanne Duffany were administered the Oath of Office and sworn in as Trustees of The North Country Library System.
Report Only.
5. Business Manager's Report:

A. Status of Investments: Ms. Lawler reported that at the close of December, the North Country Library System had cash and investments totaling \$2,760,478 as detailed in the December 2007 Treasurers Report. Ms. Lawler reported that the interest rate for the HSBC Money Market account dropped from 3.43% to 1.5%. She also stated that CD's at KeyBank were paying 2.86% for a 34 day and 2.84% for a 76 day-term, while the Money Market at Redwood Bank was paying 2.0%. Ms. Lawler stated that with the CD coming due she will open a KeyBank Money Market Account with a rate of 2.8%. Ms. Lawler also stated that, due to the construction project and the newly renovated building, she increased the building insurance policy to \$2,000,000 which also increases the coverage on contents.

Report only.

6. Financial Reports: November/December 2007: Ms. Lawler stated that, as shown in the December 2007 Treasurer's Report, the Flexible Spending Checking Account was closed out. The monies in that account were transferred into the Trust & Agency Checking account. Ms. Lawler also commented the deferred revenues that were reflected on the November/December 2007 Receipts report that will be spent in 2008.

Motion by Wiley, seconded by Fortune, to accept the Financial Reports for November and December 2007.

Unanimously passed and carried.

7. Old Business:

A. Construction Grants:

Mr. Bolton reported the following:

- Member Library applications as well as the NCLS application have been submitted to the State by the September 15th deadline, and are now waiting for word of approval by the State.
- The Governor plans to renew the State's \$14 million in Construction funds for the next fiscal year. Pressure needs to be put on legislators to make these funds permanent so libraries can plan their future construction projects.

Report only.

8. New Business:

A. Director's Report:

Mr. Bolton reported the following:

- The Governor is proposing a \$3 million increase for library systems over the 1998 funding level. This past year library systems in NY State received an \$8 Million "one shot" increase, so this new increase is a \$5 Million decrease in library funding.
- NCLS will be part of a \$1.25 billion Broadband Grant that will be administered by the State. This grant will be for the improvement of technology. Mr. Bolton will report on that when more information becomes available to him.

- Libraries have reported a problem with Fort Drum soldiers and their families not returning their library materials when they leave the area. The library director at the Fort Drum Library explained that the soldiers go through a “check-out” procedure before they leave, and at that point they can be given a reminder to return any library materials. A visit to the Fort Drum library will be scheduled later this Spring.
 - Due to an unusually large change of staff this year, the System has decided not to have an Open House this Spring.
 - NCLS is currently helping the Hopkinton Library become an association library.
 - NCLS took delivery of the new delivery van later than expected because certain equipment that was ordered was not initially installed. The oldest van will be put out for sale on the front lawn later this Spring.
 - There will be a full automation report at the next Board meeting. Oswego Public Library is currently in the process of having their circulation system converted over to the SIRSI system, while Adams and Port Leyden libraries have begun bar coding their collections. Several other libraries will begin the automation process early this summer.
 - NCLS has interviewed a potential Youth Services Consultant. Because the candidate is from outside the area, moving details need to be worked out. Hopefully NCLS will have a new consultant by the next Board meeting.
- Report only.**

B. Consultant Services Report:

Amy Degnan reported the following:

- NCLS will be initiating new Reference and IT Certification Courses this Spring. Both courses are full and there is currently a waiting list for the next class to be offered.
- Incentive Grant applications for 2007 are due April 4th. Instructions for the 2008 Incentive Grant application contain changes that involve the Trustee Focus of the Year section. This year there will be “Marketing Your Library’s Worth to the Community” workshops where trustees can learn different techniques of promoting their library. Also, NCLS is encouraging libraries to invite their county Legislator to visit their library.
- NCLS has received all of the member libraries’ annual reports. Twenty-five of them have already been submitted to the State.
- Several libraries are planning to go on the school ballot in May. These include: Port Leyden, Lyons Falls, Turin and Constableville, all asking for an additional \$6,000. Dexter and Brownville libraries are requesting an additional \$7,000, and Bellville, Henderson, and Ellisburg libraries are requesting an additional \$3,000. Clayton library is going on the ballot as well, and other libraries in the Thousand Islands School District are considering joining them on the school ballot.
- Osceola Public Library is facing charter revocation by the State because they have failed to meet minimum state standards over a period of years. The State is sending the library a letter stating information on the revocation process and

giving the library 90 days to comply. NCLS is continuing to help the library comply with the minimum state standards and to reverse the revocation.

- Constantia Library is attempting to form a special legislative district. Senator DeFransisco, the neighboring district senator has agreed to cosponsor the bill because Constantia's district is currently without a senator.
- Civil Service issues within the member libraries have come up more and more lately. NCLS is currently working with JoAnne Novak on ways to clarify these issues.

Report only.

C. Gates Grant:

Jerry Schell reported the following:

- Funding will be provided for technological upgrades to libraries granted they meet certain eligibility requirements. A brief description of each requirement was provided, as well as the libraries who did not meet eligibility requirements or who opted not to apply.
- The total value of the project is \$430,900. The Gates Foundation will fund \$282,000, with the libraries supplying matching funds totaling \$148,000.
- Brief updates on the status of where libraries are at in the grants process were provided.
- NCLS must submit an application to the State on behalf of it's member libraries by April 1st.

Report only.

D. NCLS Annual Report:

Motion by Boissy, seconded by Duffany to approve the System Annual Report.

Unanimously passed and carried.

E. Central Library Grant:

A brief description of the Central Library and its function was provided by Mr. Bolton.

Motion by Wiley, seconded by Leib to approve the budget for the Central Library Watertown and Co-Central Library Ogdensburg budget.

Unanimously passed and carried.

F. LSTA Grant:

Mr. Bolton reported that the System will apply for a 2-Year LSTA allocation grant for Service Improvement in the amount of \$14,730. Funds will be used to continue the Certification Courses that the System is offering to member library staff. More details will be provided at the next board meeting. Mr. Bolton also reported that Library Development is very interested in the NCLS Certification Course project, as they are thinking about implementing a state re-certification program.

Motion by Fortune, seconded by Holyoke to approve the System application for the LSTA Service Improvement Grant with the notion of using the funds for the Systems Certification Courses.

Unanimously passed and carried.

G. Lawyer's Retainer:

Mr. Bolton provided a brief summary on JoAnne Novak's legal service to member libraries as well as NCLS.

Motion by Wiley, seconded by Duffany to continue with Novak's retainer for the period of April 2008 – March 2009.

Unanimously passed and carried.

H. Purchasing Policy:

Mr. Bolton summarized the changes to the Purchasing Policy recommended by the auditor. Items that cost over \$1,000 will require price comparisons to ensure that NCLS will be paying the best price on said item(s). Also, a new credit card sign-out policy has been implemented to help ensure better control over credit card purchases.

Motion by Duffany, seconded by Lieb to approve the changes to the Purchasing Policy as presented.

Unanimously passed and carried.

9. Attorney's Report: Joanne M. Novak: Mrs. Novak gave a report on the legal services she provided for the period of January 1, 2007 to December 31, 2007. Service to NCLS included legal seminars held for the member libraries. She also provided a list of individual libraries she worked with and discussed each library's legal issue(s).

Report only.

8. New Business (Continued):

I. Employee Handbook Revision:

NCLS has updated the Employee Handbook to include changes in the Health Insurance section. Also added to the handbook was a fraud statement, that will include a member from the Board who will serve as a contact.

Motion by Fortune, seconded by Boissy to approve the revisions made to the NCLS Employee Handbook.

Unanimously passed and carried.

J. Fraud Contact:

It was determined that the Board President will serve as the NCLS contact for reports of suspicion of fraud.

Motion by Leib, seconded by Wiley to approve the role of fraud contact to be carried out by the Board President.

Unanimously passed and carried.

K. Personnel Committee:

Douglas Holyoke and John Cleveland will serve another term on the Personnel Committee.

L. Nominating Committee:

Rev. Fortune and Kathy Curro will serve another term on the Nominating Committee.

Motion by Leib to adjourn at 12:08.

Unanimously passed and carried.

The next regular meeting of the North Country Library System will be held Thursday, March 27, 2008 at 10:00 a.m., at the NCLS Service Center.

These minutes will be considered for approval at the March meeting.